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ROCKY FLATS PLANT
ENVIRONMENTAL MANAGEMENT DEPARTMENT

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DIRECTIVE

OPERATIONS REVIEW COMMITTEE CHARTER

OPS-DIR-005

Revision 0

Date Effective: 06/09/97

APPROVED: _____

Frederick P. H. [Signature]
Sr. Vice President, Operations

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1. PURPOSE

The purpose of this directive is to clearly define expectations regarding the RMRS Operations Review Committee (ORC), and its roles and responsibilities within Program Compliance. Issue of this directive completes the action identified under Task No. 12, PATS Identification No. 97-000498 for RMRS to produce an approved ORC Charter.

2. SCOPE

RMRS will conduct all operations in full compliance with the RMRS Authorization Basis Operations Directive (1997). As part of our overall safety management strategy, RMRS will establish an Operations Review Committee (ORC) to give RMRS management assurance that:

1. All operations, activities, and programs are being maintained, developed, and continuously improved through a commitment to independent safety review;
2. Independent of line organizations, safety review and audits are being conducted to ensure RMRS maintains compliance with DOE Regulations, Site Procedures, Programs and Policies and;
3. Within RMRS we have a qualified, experienced, and trained team of subject matter experts with a clear role to play in safety management for our Company.

The Operations Department will refer for independent review to the RMRS ORC the following:

1. All matters required to be submitted for independent review by Site Procedures, Policies or Programs.
2. All matters, issues, or documents required to be submitted to this committee by the Senior Vice President, Operations to include, but not limited to, periodic audit reports of operations field activities and independent incident analysis/reviews.
3. All matters identified as potential safety issues, safety strategy, or programmatic requirements deemed appropriate by the Program Compliance Department.

DOCUMENT CLASSIFICATION
REVIEW WAIVER PER
CLASSIFICATION OFFICE

A-SW-002200

The committee will support line management through technical evaluation, review and, if applicable, audit of all of the above, but it will not have line management authority or responsibility for the activities review or audited. Safety considerations will be treated in the breadth and depth necessary to identify potential hazards and to evaluate potential risks. The RMRS ORC will provide an open forum for group discussion and make recommendations as necessary for management action following any review.

3. DIRECTIVE

The committee will be operated by technically competent individuals, to include, but not limited to, nuclear safety/criticality engineering, independent safety review/nuclear safety, maintenance, radiological engineering, quality assurance, operations, engineering and industrial health and safety. In addition, it is recognized subject matter experts in fire safety engineering, training, environmental restoration and deactivation and decommissioning may be called upon to specifically attend certain ORC meetings. All will have received the necessary training and meet qualification and experience requirements to be recognized and listed members of the RMRS ORC. Quorum requirements will be met when 5 of the above disciplines are represented by at least 3 members exclusive of the Chairperson and Secretary. Representatives from other disciplines, such as emergency planning or safeguards and security, may from time to time be requested to serve as Subject Matter Experts to supplement the existing committee where specific agenda items deem this to be appropriate.

The administrative support and management functions of this committee will reside within the Program Compliance Department. The Independent Safety Review Lead will routinely chair each scheduled meeting, from which minutes will be recorded and issued within 14 days of each meeting. Listed experienced, qualified, and trained personnel within the Program Compliance Department will act as Deputy Chair as necessary. A regular calendar of committee meetings will be published quarterly. The Secretary will provide administrative support to this committee including, but not limited to, the issue of agenda for scheduled meetings, minute taking and formal issue of approved minutes thereafter. Database maintenance and action tracking systems will be provided together with other support functions as defined by the RMRS ORC Chairperson.

Individual independent safety review may be conducted by the designated Chair or his/her Deputy, if applicable, and he/she will be the authority to convene sub-committees to the main ORC to conduct independent reviews of individual authorization basis as deemed necessary in support of RMRS activities at the Site. All such matters will subsequently be discussed at the next appropriate scheduled meeting,

The timely issue, distribution, presentation, and follow-up requirements of each agenda item rests with the Responsible Manager and he/she will be responsible for the quality and completeness of each item to be reviewed. All items identified for independent safety review should be made available at least 3 working days prior to each scheduled meeting. Only in exceptional circumstances and with formal written concurrence by a RMRS Vice President or above will items be accepted for review when the 3 working day criterion cannot be met. This will guarantee either that an item will be considered by the next scheduled RMRS ORC, or, if necessary, an emergency meeting will be convened. It does not guarantee that a review will be completed at the requested time if deemed inappropriate by the RMRS ORC Chairperson, i.e., incomplete or technically-inadequate items will not be accepted. Vice President

authorization concurs with the need for emergency independent review only, it does not detract from the responsibilities of the relevant management.

This Charter is approved by the Senior Vice President of Operations and will be reviewed annually by the RMRS ORC membership.

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OPERATIONS DIRECTIVES

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ROCKY FLATS ENVIRONMENTAL
TECHNOLOGY SITE

Effective Date:

06/09/97

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